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MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **RAIL TRANSPORTATION MANAGER II**

POSITION TITLE: **CHIEF, OFFICE OF INTERCITY RAIL CAPITAL, OPERATIONS, AND MARKETING**

SALARY: **\$6938 - \$7653**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **MAY 27, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Rail, a CEA II, the Chief, Office of Intercity Rail Capital Project Development, Operations, and Marketing has the responsibility to plan, organize, coordinate and to direct legislatively mandated rail programs. Activities undertaken at the discretion of the Department relate to administration of the Division of Rail's intercity program includes oversight of: the identification and development of intercity rail capital outlay projects; management of rail operations on state supported intercity rail corridors; marketing and promotion of rail and feeder bus service on the San Joaquin and Pacific Surfliner Corridors. Responsibilities include, but are not limited to:

- Oversees the identification, development (including Project Study Reports), programming, funding, and administration of rail capital outlay projects, including station, track and signal improvements, on the three State supported intercity rail corridors. Preparation of applications and requests for funding; writing and administering contracts with local agencies, Amtrak and railroads for capital outlay projects; and overseeing administration of

the new Federal Rail Grant Program, including reporting functions. Develops and manages the budget for the Office of Intercity Rail Capital, Operations, and Marketing.

- Acts as the Division's spokesperson in meetings with public agencies, railroads, state control agencies such as the Department of Finance and Legislative Analyst. Represents the Division in meetings with other State Department and within the Department. Negotiates with public agencies and other recipients of funds regarding project requirements and contract deliverables associated with rail capital projects.
- Oversees the administration of Amtrak operations on the San Joaquin and Pacific Surfliner routes, including planning changes to bus and train service, service amenities, and equipment operations. Coordinates those activities with the Capitol Corridor Joint Powers Authority. Coordinates the oversight and evaluation of Corridor train and feeder bus operations through customer assessments, performance, and physical evaluations. Directly coordinates with Amtrak and local agencies in the formulation of railroad policies and operations.
- Oversees the development and implementation of marketing and public relations for promotion of State-sponsored San Joaquin and Pacific Surfliner Corridors intercity passenger rail services. Includes the development, distribution and review of California Amtrak passenger's information material statewide.
- Responsibilities as a supervisory for several Rail Transportation Manager I employees including managing statewide rail project work, special rail program studies, evaluating work performance, reviewing and approving/denying requests related to personnel matters.
- Assists the Chief, Division of Rail in the development of policy to be used in the programming, funding, and implementation of intercity rail capital projects on the three State supported intercity rail corridors.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing the duties of a Rail Transportation Manager I.

Or II

Experience: Either

1. Three years of experience with a railroad or rail transit system as a general manager, division superintendent or maintenance regional manager or at an equivalent or higher level of responsibility. **or**
2. Four years of responsible experience in national, State or regional transportation and/or transit with at least two years of experience in railroad or rail transit system planning, development, operations or other areas of railroad or rail transit system expertise. (Experience in California state service must include one year performing duties equivalent to Rail Transportation Manager I.) **or**
3. Four years of experience with a railroad or rail transit system as an assistant general manager, assistant division superintendent or master mechanic or at an equivalent level of responsibility with at least one year of specialization in passenger commute or urban rail service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices in the planning and development of an intercity passenger, commuter, and urban rail program; minimum maintenance schedules and typical repair problems associated with various types of railroad equipment; administration of California financial aid to rail service; railroad labor agreements and work rules; railroad cost accounting; general principals of the operation of state, county, city, and special districts in the California rail industry and Federal Government; principals of supervision and management of personnel; principals of project management; department's equal employment opportunity and labor relations program objectives; a manager's role in the equal employment opportunity and labor relations program and the processes available to meet the program objectives; the Department's health and safety programs; principles and trends in rail transportation; public and business administration; principles of effective personnel management and supervision; principles of program budgeting.

Ability to: Identify the need for and provide creative solutions to resolve complex rail problems such as establishing and handling contract negotiations for passenger services; establish a spirit of cooperation and maintain effective working relationships with rail management and persons or agencies involved with or interested in rail programs; plan, organize, and direct the work of staff engaged in railroad operations or staff activities; identify the need for and provide creative solutions to resolve the most complex railroad problems such as negotiating and resolving problem areas in contracts; plan and recommend budgeting for the division's program goals.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in directing the work of staff involved in administration of rail capital outlay projects ensuring compliance with all Federal Railroad Administration (FRA) policies and regulations. This includes working with Amtrak, major rail coach and locomotive manufacturers, including overhaul specialists, to ensure completion of all contract deliverables, and to ensure the Department is in full compliance with all contract requirements and FRA regulations.
- Demonstrated experience in directing the work of staff involved in development and implementation of marketing and public relations for promotion of State-sponsored transportation projects.
- Demonstrated knowledge of basic principles and problems of intercity passenger rail operations, including maintenance schedules and repair problems associated with various types of rail passenger equipment.
- Demonstrated ability to meet project deadlines and budgets.
- Demonstrated ability in contract management and oversight including efficient use of resources.
- Demonstrated ability to work cooperatively and build partnerships with internal groups including the California Transportation Commission, consultants, rail industry officials, and department management and staff.
- Demonstrated knowledge of and ability to implement the Director's and Department's purpose, mission, vision and goals.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination /Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination result.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should **specify the classification; position title** and the **MSP number 10MSP14** being interviewed for.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**
- **Lateral candidates include, but are not limited to: Rail Transportation Manager II, Staff Services Manager III, Supervising Transportation Engineer, and Supervising Right of Way.**

State application and Statement of Qualifications must be received or postmarked by the final file date of **MAY 27, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP14)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.